

**Check Cashier Permit Program (CCPP)**  
**P.O. Box 903387**  
**Sacramento, CA 94203-3870**  
**(916) 227-3250**

## **INFORMATION AND INSTRUCTIONS**

### **PART A. OWNERSHIP INFORMATION**

- Who must apply? Every owner of a “check cashing business” in California, i.e., one that for compensation engages in the business of cashing checks, warrants, drafts, money orders, or other commercial paper serving the same purpose. A “Check cashing business” does not include a state or federally chartered bank, savings association, credit union, or industrial loan company. A “Check cashing business” also does not include a retail business, engaged primarily in the business of selling consumer goods to retail buyers, that cashes checks or issues money orders for a flat fee not exceeding two dollars (\$2) as an incidental service to its customers.
- Check the appropriate box to identify the “Type of Ownership” of the business. If the business is owned by an individual (sole proprietor), complete owner information in number 1 of Part A. If the business is owned by a partnership or corporation, all partners (for partnerships) or all officers and shareholders with 10% or more ownership (for corporations) signing the application must be listed in number 1 through 4 of Part A. A partner (for partnerships) or authorized officer (for corporations) signing the application must be listed in number 1 of Part A. Attach another sheet for additional partners/officers/shareholders.
- **NOTE: *Disclosure of the social security numbers (SSN) of all parties to the application is mandatory.*** Both section 30 of the Business and Professions Code and Public Law 94-455 [42 U.S.C.A. 405(c)(2)(C)] authorize collection of your SSN. Your SSN may be disclosed to state, federal, city and county government agencies and will be used exclusively for tax purposes and for purposes of compliance with any judgement or order for family support in accordance with section 11350.6 of the Welfare and Institutions Code.

### **PART B. BUSINESS INFORMATION**

- Complete all information regarding the business for which a permit is required. If the applicant intends to enter into deferred deposits at the business listed, check “yes”; otherwise, check “no”. The business bank information must also be completed. If there are additional business locations for which a permit is required, attach another sheet with the same requested information. A permit is valid for one year from the date of issuance.
- If you intend to operate a mobile check cashing business, you must complete form BCIA 4130, “Application for Check Cashier Permit” and request and complete form BCIA 4000, “Supplemental Application for Mobile Check Cashier Cashing Unit”.

### **PART C. PARTNERSHIP/CORPORATE INFORMATION**

- If the partnership or corporate name is different from the business name (DBA: doing business as) in Part B, complete all information regarding the partnership/corporation.

### **PART D. ADDITIONAL INFORMATION**

- Part D applies to all owners (sole proprietor), partners (for partnerships) or all officers and shareholders with 10% or more ownership (for corporations). If two or more parties to the application answer “yes” to D.1 or D.2, each must complete a separate Section D by providing the requested information on another sheet that is signed and dated by the affected party.

### **PART E. CERTIFICATION**

- Where the business is owned by an individual (sole proprietor), the application must be signed by the owner. Where the business is owned by a partnership or corporation, the application must be signed by one of the partners or officers who is authorized to sign for the partnership or corporation.

### **FINGERPRINT SUBMISSION**

- Every party to this application (applicant/partner/corporate officer/shareholder with 10% or more ownership) must submit a completed Request for Live Scan Service fingerprint request, form BCII 8016. This is one of the forms provided by the Check Cashier Permit Program (CCPP) with the identifying agency information. It may also be downloaded from this web site. **NOTE:** A fingerprint submission is not required if you are the owner/partner/corporate officer/shareholder with 10% or more ownership of a business with an active check casher permit from the Department of Justice.
- Live scan fingerprint services may be obtained at most law enforcement agencies, however, to obtain the most current listing of live scan fingerprint services available in your area you may go on-line to the following:

ATTORNEY GENERAL HOME PAGE

<http://ag.ca.gov>

or

APPLICANT FINGERPRINT SUBMISSION PAGE

<http://ag.ca.gov/casher/index.HTM>

**NOTE:** The fingerprint processing fee for each owner (applicant/partner/corporate officer/shareholder with 10% or more ownership) is to be paid at the agency where live scan fingerprint services are obtained. Applicants are encouraged to contact the agency to determine if an appointment for fingerprinting is recommended and what additional fees may be charged.

### **FEES**

The permit processing fee for **each** business location or mobile unit is \$50.00. To compute the fees due with this application, use the following worksheet:

\_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
(No. of check cashing business) (The permit fee per business location)

**TOTAL AMOUNT DUE** \$ \_\_\_\_\_

### **NOTE:**

The fees are not refundable. Cash will not be accepted for payment. Make remittance payable to "Department of Justice".

**Mail your completed Application, a copy of each request for Live Scan Service form BCII 8016, and a check or money order with the proper fees to:**

Department of Justice  
Check Cashier Permit Program  
P.O. BOX 903387  
Sacramento, CA 94203-3870